

DO NOT SUBMIT THIS SET OF INSTRUCTIONS WITH THE COMPLETED REVISION FORM

**UNIVERSITY OF HAWAII – INSTITUTIONAL ANIMAL CARE & USE COMMITTEE
2002 PROTOCOL REVISION FORM INSTRUCTIONS**

Federal Law and UH IACUC policy requires that changes or revisions made to your application must be reported to the IACUC. Provide complete and accurate information. Check the appropriate boxes. **Handwritten applications will be returned to the applicant without IACUC review.** Use a different font type for your answers. Use additional sheets of paper if necessary. Submit the **TYPED** original and 14 copies to: Animal Care and Use Committee, c/o Compliance Office, University of Hawaii at Manoa, Laboratory Animal Service, 2538 The Mall, Snyder Hall Room 410, Honolulu, HI. 96822. Telephone – (808) 956-4552

1. Administrative Data. Self explanatory.
2. Personnel changes.
 - List all **new** personnel on your project by name and position title who will be involved with animal use. Indicate duties, qualifications (specific coursework, training, degrees, etc), and any other training related received in animal handling care procedures.
 - If physical methods of euthanasia such as cervical dislocation, decapitation, thoracic compression or gunshot are being used in your protocol, document the personnel qualifications of **new** personnel performing these procedures.
 - If surgical procedures are being used in your protocol, document the personnel qualifications of **new** personnel performing the procedures.
 - If the **new** personnel are not trained in any of the procedures listed in your protocol, describe how you will provide appropriate training. When the new personnel are adequately trained for the procedures, **provide written documentation to the IACUC.**
 - **Mandatory: All** personnel on this protocol are required to review and complete the training modules on the ***Regulations for the Care and Use of Vertebrate Animals*** by visiting the web address:

<http://webct2.hawaii.edu:8900/public/uhmsylviak1/>
 - The web administrator will acknowledge successful completion of the review of regulations. Completion must be documented prior to the start of the animal work on this protocol.
3. Changes or revisions made to the original application. If yes, you must describe in detail these changes or revisions. Minor revisions such as changes in the animal component of the project such as anesthesia, surgical procedures, number of animal manipulations, experimental procedures, euthanasia method, number of animals, veterinary care, and pain/distress category need to be documented. Be advised that significant or multiple changes to the protocol may require the submission of a new Animal Care & Use Committee Protocol Form.
4. Changes in the animal numbers. If yes, you must list how many animals are needed for the duration of the study as a result of the changes. Provide a reason(s) for the change (increase or decrease) in animal numbers. Provide an explanation of how the change in animal numbers affects the results and statistical design that are being applied.

5. Changes in the animal component. If yes, describe the changes to the animal component. For example, special feeding, pre-, intra- and post-operative monitoring, housing conditions, etc. If applicable, it is highly recommended that a description of the experimental design and numbers of animals assigned to each group be provided.

USDA Pain and Distress Category Descriptions

USDA Category C = Minimal, transient, or no pain or distress (e.g. some blood withdrawals, some types of injections, feeding trials).

USDA Category D = Pain or distress relieved by appropriate measures such as anesthetics, sedatives, analgesics, and/or tranquilizers (e.g. survival surgery).

USDA Category E = Unrelieved pain or distress (e.g. use of Freund's Adjuvant for polyclonal and monoclonal antibody production, tumor studies, some types of restraint).

6. Assurance that Alternatives to Painful and Distressful Procedures have been considered. Complete this section for animals categorized in D and E. Federal Law, USDA Policy #12 requires, *"The minimal written narrative should include: the databases searched or other sources consulted, the date of the search and the years covered by the search, and the key words and/or search strategy used by the PI when considering alternatives or descriptions of other methods and sources used to determine that no alternatives were available to painful or distressful procedures. The narrative should be such that the IACUC can readily assess whether the search topics were appropriate and whether the search was sufficiently thorough. Reduction, replacement, and refinement (the three R's) must be addressed, not just replacement."*

Reference: <http://www.aphis.usda.gov/ac/policy12.html>

7. Statement for Accuracy and Responsibility. If the Principle Investigator/Instructor is unavailable to sign this form at the time of submission, the signature of the applicant's Department Chair or College Dean can be substituted.